

Assistant Administrator - Office of Workforce Solutions

Who We Are and What We Do:

The **Tennessee Department of Labor and Workforce Development** is the state agency established to promote workforce development and improve workplace safety and health throughout the state.

The **Division of Workforce Services** is responsible for implementing much of the Tennessee public workforce system. The Division of Workforce Services is organized into four offices:

- The **Office of Workforce Programs** is responsible for the implementation and management of the Division's various workforce development programs which support individual participants seeking training and employment.
- The **Office of Workforce Solutions** is responsible for the implementation and management of the Division's strategies and services which support business and industry partners seeking qualified employees.
- The **Office of Workforce Oversight** is responsible for the fiscal administration, budgeting, reporting, and program integrity components necessary for compliance with federal and state regulations.
- The **Office of Workforce Strategy and Operations** is responsible for the strategic planning, alignment, project management, evaluation, and staff training necessary to ensure execution of the Division's priorities.

The Tennessee Department of Labor and Workforce Development, Division of Workforce Services is seeking an exceptional candidate to serve as Assistant Administrator and lead the Office of Workforce Solutions. The Office of Workforce Solutions serves in a public facing capacity to support business and industry partners across Tennessee with various business services and talent pipeline solutions to sustain continued economic growth.

The Assistant Administrator for the Office of Workforce Solutions is a senior leadership position within the Division of Workforce Services and will be responsible for multiple workforce development initiatives, including Apprenticeship TN, and will manage a diverse team of in-office and remote working employees. This position is an executive service appointment and reports directly to the Assistant Commissioner for the Division of Workforce Services.

A qualified candidate for this position will have significant experience managing multiple, highly visible, and complex projects with a proven record of success in implementation and the ability to evaluate productivity through performance metrics and outcomes. A qualified candidate for this position will also have experience managing and leading others toward common strategic priorities, a deep understanding of business, industry, and employer relations, strong communication and organizational skills, and the ability to develop and maintain effective relationships with internal and external stakeholders.

This position is located in Nashville, TN, but alternative workplace solutions within the state may be considered.

Responsibilities

The Assistant Administrator for the Office of Workforce Solutions will:

- Lead a diverse team of directors and staff to implement strategic priorities that address organizational needs and expectations, including:
 - Apprenticeship TN and the transition to a State Apprenticeship Agency
 - Local Workforce Development Area and Board outreach, collaboration, and partnership
 - Business solutions and services to attract and retain vested business partners, including business consulting, employer account management through Jobs4TN, lay-off aversion and rapid response, etc.

Our Vision:

Be a national leader in developing an employable workforce and safe workplace environments.

Our Mission:

Improve the workplace environment and economic prosperity through workforce development.

Our Values:

- Teamwork
- Integrity
- Flexibility
- Creativity
- Optimism
- Innovation
- Continuous Improvement

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

To Apply:

Internal candidates or current State employees should complete the application process through Edison TN and using **Job ID # 27109**.

External candidates should complete the application process through the State's employment application portal – <https://www.tn.gov/careers/apply-here/external-candidate.html> – and using **Job ID # 27109**

The deadline to apply is **Wednesday, February 23, 2022**.

- Conduct follow-up and evaluations of projects to monitor and measure outcomes, effectiveness, success, ROI, and to periodically report on them
- Routinely travel both in- and out-of-state for conferences, trainings, meetings, and visits with stakeholders
- In partnership with the Office of Workforce Programs, support implementation of training and employment program opportunities.
- In partnership with the Office of Workforce Oversight, support and maintain performance and compliance items for all state and federal requirements
- In partnership with the Office of Workforce Strategy and Operations, support and perform a variety of staff communication, management, performance, and evaluation duties, including:
 - Conduct training through a variety of written, verbal, and electronic instructional techniques to various workforce system partners
 - Deliver staff development, leadership coaching, and related team-building opportunities to support professional growth and development and communicate a consistent, core-value based message throughout the Division

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Qualifications

The Assistant Administrator for the Office of Workforce Solutions will possess:

Minimum Qualifications:

- Strong organizational, reporting, and record keeping skills
- An ability to communicate effectively at all levels with clarity and precision, both written and verbal
- Leadership characteristics, including optimism, sound judgment, professionalism, courage, teamwork, perseverance, and a servant leadership mentality
- A familiarity with traditional and modern workforce development training methods (mentoring, coaching, on-the-job or in classroom training, eLearning, workshops, simulations, apprenticeship, etc.)
- An ability to plan, multitask, and manage time effectively

Preferred Qualifications:

- Experience with the Tennessee Workforce System and/or workforce development through Local Workforce Development

To Contact:

For any additional questions regarding this announcement, please e-mail Workforce.TN@tn.gov. All email inquiries should include **Assistant Administrator – Office of Workforce Solutions Position** in the subject line.

Statement of Nondiscrimination:

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the Department of Labor and Workforce Development is firmly committed to the principle of fair and equal employment opportunities and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment. The Department of Labor and Workforce Development does not discriminate based on a person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.

Boards, American Job Centers, community based or non-profit workforce development organizations, or other state agencies

- Familiarity with the federal US Department of Labor structure and Registered Apprenticeship Programs
- Experience working with other workforce talent pipelines, such as veterans, justice involved individuals, K-12 or post-secondary career and technical education, etc.
- Experience working with human resources, employee relations, or hiring employees

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in business, human resources, management, or a related field, **AND** a minimum of five years of full-time leadership or management experience in business, human resources, public administration, education, government, workforce development or a related field.

Substitution of Experience for Education:

- Qualifying full-time experience demonstrating increasing leadership responsibilities in business, human resources, public administration, education, government, workforce development or a related field, **OR** experience demonstrating increasing professional administrative services with the State of Tennessee, may be substituted for the required education, on a year-for-year basis.